



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Colorado River Valley Field Office
2300 River Frontage Road
Silt, Colorado 81652



Special Recreation Permit Program Changes for 2012

Based on National BLM guidance and your feedback, the BLM Colorado River Valley Field Office has made the following changes for 2012:

WEBSITE NOW HAS ALL SPECIAL RECREATION PERMIT INFORMATION AND FORMS

The BLM Colorado River Valley Field Office (CRVFO) has developed a Special Recreation Permit (SRP) webpage which contains all permit information and forms. In addition, the website will list requirements and deadlines to assist permit holders with the process. If you do not have access to the Internet, contact the CRVFO to continue to receive paper mailings.

The webpage is at: <http://www.blm.gov/co/st/en/fo/crvfo/recreation/SRP.html>

EMAIL BEING USED TO DISSEMINATE PERMIT INFORMATION

Make sure that the CRVFO has your current email address. The CRVFO is using this form of communication for reminders of deadlines, notices of new hazards, scoping of possible recreation related proposals, and notification of management decisions or actions. Notify the CRVFO if you do not currently have an email address and would like to continue to receive all communications through the mail.

CLARIFICATION BETWEEN PERMITS AND ANNUAL OPERATING AUTHORIZATIONS

Each of you has a Special Recreation Permit (SRP). New outfitters may have a one year probationary permit. Most outfitters have a multi-year permit. This permit is valid until the expiration date listed on this permit. You or your guide must have a copy of it with you every day that you are outfitting (unless you are carrying a Hunter Card issued to you by the BLM). This permit will expire on a certain date. It is your responsibility to apply for renewal by the deadline.

An Annual Operating Authorization (AOA) is renewed annually and validates your SRP for that year. To receive this AOA each year, you will need to send in requirements each year. Along with a copy of your SRP paper, the AOA must be in you or your guide's possession every day you are outfitting (unless you are carrying a Hunter Card issued to you by the BLM).

REQUIREMENTS FOR PERMITS AND ANNUAL OPERATING AUTHORIZATION STANDARDIZED AND AVAILABLE ONLINE

The CRVFO is streamlining our requirements process and has made all requirement information available online. The requirements are standardized for all permit holders.

Annual Operating Authorization Requirements

- Copy of current Colorado River Outfitter License, if operation involves river floating.
- Copy of current Colorado Outfitters Registration, if the proposed operation involves the taking of game, including fish.
- Estimated Use Fee (Based off of previous year's actual use if greater than \$100.00 or \$100.00 minimum use fee.)

- Any Assigned Site Fees – The BLM may charge an assigned site fee for exclusive commercial use of a site. Assignment of a site for commercial use does not preclude public use. Use of assigned sites shall be temporary in nature. You will know if this applies to you if you have discussed this with the authorized officer.
- Copy of current insurance certificate, with the "**United States Government, Department of the Interior, Bureau of Land Management, Colorado River Valley Field Office, 2300 River Frontage Road, Silt, CO 81652**" identified as additional insured, * **Please note changes in minimum coverage for whitewater and hunting activities:** minimum liability coverage of **\$500,000** per occurrence, **\$1,000,000** per annual aggregate.
- Copy of all **current** advertising (brochure, webpage, etc.) and **price list** itemized for all of the services offered. Please note that the following disclosure must be included: "All or part of this operation is conducted on Public Lands under special permit from the U.S. Bureau of Land Management."
- Check latest Operating Plan. Make sure all information is still current, including vehicles, employee/guide list, etc. If there are changes, include a letter or email listing changes.
- If you are seeking a discount and have already discussed this with the authorized officer, include letter or email requesting a discount and which discount bracket you are requesting. (Based on a percent of time spent on public land.)

Permit Renewal Requirements or New Application Requirements

- Updated Application Form (Need original mailed to CRVFO with signature.)
- Updated Operating Plan (Need original mailed to CRVFO with signature.)
- Updated maps, including all staging and camping locations, and starting and ending locations.
- New signed copy of SRP Terms, Conditions and Stipulations (Need original mailed to CRVFO with signature.)
- If for an event or OHV activities, new signed copy of SRP Stipulations for Competitive Events or OHV Activities (Need original mailed to CRVFO with signature.)
- \$50 Renewal Fee

NEW STIPULATION TO ALL EXISTING PERMITS

In an effort to reduce the amount of requirements sent annually but still comply with National BLM guidance, the CRVFO is adding a new additional stipulation to all permits as follows:

- The permittee will keep at their place of business (address provided to the BLM) current copies of First Aid training cards, blank client waivers, permission to use or access private land or other agency land related to operations on BLM public land, and contracts/agreements for dogs and/or handler. The permittee must provide proof of these items to the BLM upon request.

DEADLINES

The CRVFO recognizes that deadlines are different between BLM field offices. To provide greater consistency between field offices (specifically with the BLM Kremmling Field Office and the BLM Grand Junction Field Office), the CRVFO will change our deadlines as listed below. If you ever need an extension, you can request it and the CRVFO will consider your request.

Commercial Permit Renewals or New Applications:

- August 31: Permit Requirements due from new applicants and renewing permit holders for spring/summer/all year activities for the following year.
- March 1: Permit Requirements due from new applicants and renewing permit holders for fall/winter activities.

Events, Organized Groups and Vendor Permit Renewal or New Applications:

- 180 days prior to use date: Permit Requirements due from new applicants and renewing permit holders.

Annual Operating Authorization Pre-Season Requirements:

- 3 weeks before you outfit: All Annual Operating Authorization requirements due.

Post Use Requirements:

- Trip Logs due 30 days after last trip/event of the season. Trip logs or requests for extensions must be received by the following due dates:
 - November 30: for spring/summer/all year permits.
 - December 31: for fall permits.
 - April 30: for winter permits.
- Post Use payment is due 30 days after you are billed.

PERMIT TERMS EXTENDED TO 10 YEARS AND INITIAL PROBATION PERIOD DECREASED

The CRVFO will start to issue permit renewals for a 10 year term as long as the permit is in good standing and has an acceptable or superior performance rating. This is in place of the previous 5 year term on permits.

In addition, the initial probationary period for new permits or permit transfers has decreased to one year, instead of two years, if the initial probationary period results in good standing and an acceptable or superior performance rating.

CHANGES TO RIVER RELATED PERMITS THAT INCLUDE PORTIONS OF THE BLM KREMMLING FIELD OFFICE

If you currently have a joint river permit that includes BLM public lands in both the CRVFO and the Kremmling Field Office which is administered by the CRVFO, you will see a \$1 per client fee charged for all trips on the Upper Colorado River for each client visiting Pumphouse or Radium.

PARKING PASSES TO BE USED IN 2012

In 2012, the CRVFO will send an annual parking pass digitally to all permit holders. There is no additional fee for the parking pass. The parking pass will identify staff and client vehicles when on BLM public lands. Permit Holders can print off as many parking passes as needed per vehicle on BLM public lands per trip. If the parking pass is for a guide and the business wishes to use one pass per guide vehicle, just write "guide" in the date section and display it in your front vehicle window. All clients must fill in the date of use and display the pass in their front vehicle windows. This will help BLM staff to determine which vehicles are associated with outfitter trips and which are for general public use.

INSURANCE REQUIREMENT CHANGES

As a result of recent changes in Colorado Law, some of our Certificates of Insurance may no longer be consistent with the underlying insurance policies and BLM requirements. To deal with this, the CRVFO is adding an additional special stipulation to all permits as follows:

- The permittee or insurer will notify the BLM Colorado River Valley Field Office 30 days in advance of termination or modification of the insurance policy.

SIGNING AND ADVERTISING REQUIREMENTS

All signs and advertising must meet State of Colorado regulations. The BLM logo must not be used.

All advertising shall be accurate and not misrepresent in any way the services or accommodations provided, or the area authorized for use. Brochures and other advertising materials shall include the following disclosure: ***“All or part of this operation is conducted on Public Lands under special permit from the U.S. Bureau of Land Management.”***

PERFORMANCE EVALUATION

The BLM will continue to complete performance evaluations annually for all permits. Submitting requirements late can result not only in a fee, but could place your permit in probation.

Many businesses have received superior ratings by providing trash clean-up efforts, education in Leave No Trace and Stay The Trail efforts, restocking supplies at restrooms, and providing porta-potty services on approved BLM public lands. All of these efforts significantly assist the BLM in providing the level of service and land management that support your business and are greatly appreciated.

NEW OPERATING PLAN AND TRIP LOG FORMS

The CRVFO will provide new operating plan forms and fillable trip log forms on the webpage. The new operating plan forms include more specific information that the authorized officer needs and is specific to the kind of activity being proposed. The trip logs will be in an Excel spreadsheet format to allow permit holders to electronically fill in the information and send them digitally.

DISCONTINUING USE OF POST USE SUMMARY REPORT FORM

The CRVFO will no longer require all permit holders to fill out the Post Use Summary Report for Commercial or Organized Groups. Permit holders are no longer required to calculate your fees. Post Use requirements will continue to include your trip logs and payment. Bills will be sent after the BLM receives your Trip Log and calculates your fee.

If you have any questions, please feel free to contact Kimberly Miller, Outdoor Recreation Planner, at (970) 876-9075 or at kmmiller@blm.gov.